UNITED
NATIONS

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Secretariat

ST/IC/1998/42
1 June 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 COMPETITIVE EXAMINATION FOR STATISTICAL CLERKS

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the Competitive Examination for Statistical Clerks in 1998, in accordance with the provisions of ST/AI/1998/4 of 10 February 1998.

2. The 1998 Competitive Examination for Statistical Clerks will be held in August 1998 in New York.

3. The minimum entrance criteria for eligible staff members are as follows:

(a) Have passed the United Nations clerical test;

(b) Have at least one year of experience in numerical data processing (e.g. spreadsheet or databases).

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous statistical clerk examination must have achieved a mark of at least 25 per cent on the overall score of that examination in order to be eligible for the 1998 Competitive Examination for Statistical Clerks. Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Statistical Examination a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g. courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the statistical clerk examination more than four times within a 10-year period.

* Expiration date of the present information circular: 31 December 1998.

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6. The written examination will consist of one paper covering the following:

(a) Basic knowledge of computerized spreadsheets, tables, graphs and charts;

(b) Logical reasoning;

(c) Simple mathematics.

7. The use of any reference material is not permitted during the written examination. Staff members may bring their own calculators. Personal computers are not allowed.

8. On the basis of the results obtained in the written examination, the Board of Examiners for Statistical Examination will invite selected candidates to an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination; therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. Candidates who successfully complete the written examination and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for statistical clerks at United Nations Headquarters in New York will be filled. Candidates may then be selected depending on the needs of the United Nations and the availability of posts. Statistical clerks will be required to work in a fully computerized environment.

10. Staff members selected to fill vacancies will be assigned as statistical clerks for a trial period of six months. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary post (i.e. replacement of a staff member on mission assignment), such staff members will be given priority for future placement if the performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their previous posts at their previous levels or assigned to a similar post in a different area.

11. Staff members of the Secretariat who meet the conditions set out in ST/AI/1998/4 may apply by completing the attached application form and forwarding it to: 1998 Competitive Examination for Statistical Clerks, Operational Services Division, Room DC1-0200, One United Nations Plaza, New York, NY 10017, by 30 June 1998. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of application. Extensions for receipt of applications will not be granted.

Annex

APPLICATION

1998 COMPETITIVE EXAMINATION FOR STATISTICAL CLERKS[1]

INDEX NO.[2] ☐☐☐☐☐☐☐

LAST NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

FIRST NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year 19☐☐

Type of contract: _____ Expiration date: ☐☐/☐☐/☐☐☐☐

Department/Office:[3] _____

Duty station: _____ Room Number: _____ Extension: _____

Have you taken this examination before? No ☐ Yes ☐ If Yes:

in 19☐☐ in 19☐☐ in 19☐☐ in 19☐☐

What is your main language? ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read	Understand	Speak	Write
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily

C. University degree or equivalent or post-secondary educational qualifications[4]

Name of institution (Place and country)	Language of instruction	Attended from / to		Degree[4] or equivalent	Main field of study
		month/year	month/year		

D. Secondary school qualifications

Name of institution (Place and country)	Language of instruction	Attended from / to		Certificate or equivalent[4]	Main field of study
		month/year	month/year		

E. Courses taken in relation with statistics/computers/data processing

Title	Description	Attended from / to		Number of hours/credits	Main field of study
		month/year	month/year		

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1998/42 and I understand that, if I am successful in the competitive examination for statistical clerks and recommended for inclusion in the roster, my assignment as a statistical clerk will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

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Notes

[1] Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS by the Operational Services/OHRM. In this connection, staff members are informed that extensions for receipt of applications by the Operational Services/OHRM will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears on your Identification Pass.

[3] Please indicate Department/Office.

[4] Give exact name and title in original language. Do not translate or equate.

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/43
1 June 1998

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: SPECIAL ARRANGEMENTS FOR ADMISSION TO THE PREMISES, PARKING AND CATERING FACILITIES DURING THE TWENTIETH SPECIAL SESSION OF THE GENERAL ASSEMBLY

1. The purpose of the present information circular is to inform staff members and other authorized personnel of the special arrangements that will be in effect at Headquarters regarding admission to the United Nations premises, parking and catering facilities during the twentieth special session of the General Assembly, scheduled from Monday, 8 June, to Wednesday, 10 June 1998.

Closure of the United Nations buildings and First Avenue to the public

2. On the occasion of the twentieth special session of the General Assembly, approximately 35 Heads of State and Government are expected to visit the United Nations. For security considerations, the United Nations buildings will be closed to the public from 3 p.m. on Saturday, 6 June, to 5 p.m. on Wednesday, 10 June 1998. All guided tours will be suspended. Individuals holding the following types of passes will not be given access to the Headquarters buildings during this period: temporary, courtesy, retiree, outside messenger, temporary media, recreational club, guest or library identification cards. All appointments and meetings during this period should be scheduled bearing this in mind. As access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Guests on official appointments should be escorted by staff members at all times while on the premises.

3. In addition, the local authorities will close the section of First Avenue in front of the United Nations starting at 9 a.m. on Monday, 8 June 1998.

* Expiration date of the present information circular: 30 June 1998.

Access to and within the Headquarters buildings

4. Staff members and other authorized personnel will be admitted to the United Nations premises only upon presentation of a valid United Nations Headquarters grounds pass. Arrangements have been made with local police authorities to permit staff members and other authorized personnel to cross First Avenue at 42nd Street. To avoid delays, it is advisable that all personnel arrive at this crossing point well before 8.30 a.m., especially on 8 June 1998. Staff members may also cross First Avenue at 49th Street, walk to the checkpoint at the north-east corner of 48th Street and First Avenue and enter the building via the garage entrance at 48th Street. United Nations Security Officers will be posted at those designated crossing points to assist the police authorities in identifying staff members and other personnel. Details concerning street checkpoints and pedestrian access are set out in the annex to the present circular.

5. During the twentieth special session, the restricted areas will be the General Assembly Hall, the second, third and fourth balconies of the General Assembly Hall, and all of the second floor of the Conference Building. Special passes will be required for staff members and other personnel who have official duties in the restricted areas. The names of personnel who require special restricted-area passes must be submitted to the Chief of the Security and Safety Service by the Executive Officers of all departments by Thursday, 4 June 1998. Only staff members and other personnel with valid United Nations grounds passes having specific assignments within the restricted areas will be granted special restricted-area passes or permitted in those areas.

Parking

6. The United Nations garage will be closed to all authorized users from 1 a.m. on Sunday, 7 June, until 4 a.m. on Monday, 8 June, and all vehicles must be removed from the garage before 3 p.m. on Saturday, 6 June 1998. Any remaining vehicles will be towed at the owner's expense. The host Government has agreed to provide alternate parking locations for staff members required to work during this period. Commencing at midnight on Saturday, 6 June, to 4 a.m. on Monday, 8 June 1998, staff members will be permitted to park between 34th and 40th Streets, on both sides of First Avenue. Any staff member required to work during this time and intending to use an alternate parking location should display a United Nations special parking decal. The decal must be displayed prominently on the vehicle's dashboard when parked at the special locations. Staff may obtain decals from the Garage Administration (room CB-21) or the Security and Safety Service (room S-101).

7. The garage will reopen at 4 a.m. on Monday, 23 June, for access by staff members in possession of valid parking permits. In the light of the special traffic patterns and mandatory vehicle searches, staff members are advised to arrive before 8 a.m., especially on 8 June, in order to minimize delays in entering the United Nations garage. Parking will be allowed only in some areas of the second level and on the third level. Vehicular traffic will be required to enter the garage at the 48th Street entrance from the FDR Drive and exit through 42nd Street using the south drive. As indicated in information circular ST/IC/1996/53 of 20 August 1996, all vehicles entering the premises are subject

to search. It should be noted that there will be occasions when access to the Headquarters area may be delayed by the law enforcement personnel of the host Government. In view of the limited access to the United Nations premises during the twentieth special session and expected traffic delays, staff members are requested to use public transportation whenever possible.

8. All vehicles entering the premises are subject to search.

Catering facilities

9. As it is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and using the catering facilities at the United Nations, to the extent possible, those facilities will be expanded to accommodate them. In addition, during this period, the hours of operation for some catering facilities normally used by staff will change. Hours for the following facilities will be in effect from 8 to 10 June 1998:

Cafeteria (Secretariat Building - first floor)

Monday (8 June)	7 a.m.-8.30 p.m.
Tuesday and Wednesday (9 and 10 June)	8 a.m.-8.30 p.m.

UNCA Club (Secretariat Building - third floor)

Monday (8 June)	9 a.m.-4.30 p.m.

Staff Café (Conference Building - fourth floor)

Monday to Wednesday (8 to 10 June)	12 noon-3 p.m.

UNDC-1 Cafeteria - (third floor)

Monday to Wednesday (8 to 10 June)	8 a.m.-6 p.m.

Viennese Cafe - (General Assembly Building first basement)

Monday (8 June)	8.00 a.m.-6 p.m.
Tuesday and Wednesday (9 and 10 June)	8.30 a.m.-6 p.m.

Coffee Shop - (visitors area - first basement)

Saturday to Wednesday (6 to 10 June)	8.30 a.m.-4.30 p.m.

10. From Monday to Wednesday, 8 to 10 June 1998, the Delegates' Dining Room will be open from 11.30 a.m. to 2.30 p.m.; the North Lounge Snack Bar from 10 a.m. to 5 p.m.; the North Lounge Bar from 11 a.m. to 8 p.m.; and the South Lounge Bar from 11 a.m. to 7.30 p.m.

Annex

SPECIAL SESSION OF THE GENERAL ASSEMBLY, 8-10 JUNE 1998

A. Street checkpoints and pedestrian access

Street checkpoint	Access for:	Entry gate	Building entrance	Duration	Restrictions
42nd Street (west of First Ave.)	Delegates and staff and resident correspondents (no equipment)	42nd Street gate	Library tunnel	7 a.m. to 7 p.m.	Must have valid United Nations ID. May close for motorcade movements.
45th Street (west of First Ave.)	Heads of State and Heads of Government	46th Street visitors' gate	Delegates' entrance	8 a.m. until conclusion of the meeting on 8 June 1998	Must have valid United Nations ID. May close for motorcade departures.
	Heads of delegations and other delegates	46th Street visitors' gate	Visitors' entrance (Canadian doors)		
48th Street (east of First Ave.)	Delegates	46th Street visitors' gate	Visitors' entrance (Canadian doors)	8 a.m. until conclusion of the meeting on 8 June 1998	Must have valid United Nations ID.
		or			
		48th Street garage entrance	Stairway No. 6	24 hours	
	Staff	48th Street garage entrance or 46th Street visitors' entrance	Stairway No. 6	24 hours	Must have valid United Nations ID.
	Press and non-governmental organizations	46th Street visitors' gate	As directed	5.30 a.m. until conclusion of the meeting on 8 June 1998	Must have valid United Nations ID.

B. Vehicular access

Entry points	Access for:	Building entrance	Duration	Restrictions
43rd Street vehicular entrance	Heads of State, Heads of Government and high-risk motorcades	Delegates' entrance	24 hours	Escorted motorcades only. All passengers must have valid United Nations ID.
46th Street drop-off	Heads of delegation and other VIPs (not part of Heads of State/Government motorcades)	Visitors' entrance (Canadian doors)	8 a.m. until conclusion of the meeting on 8 June	All passengers must have valid United Nations ID. All vehicles must have valid United Nations decals.
48th Street garage entrance	Any vehicle with valid United Nations parking permit and pre-authorized delivery trucks	Stairway No. 6	24 hours	All must have valid United Nations ID. Delivery trucks restricted to 4 to 6 a.m.

46th Street will be the route for unescorted vehicles. Must have a valid United Nations vehicle permit.

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Secretariat

ST/IC/1998/44
8 June 1998

INFORMATION CIRCULAR*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: FIRST DAY OF ISSUE: RAINFORESTS
STAMPS AND SOUVENIR SHEETS

Commemorative stamps

1. On 19 June 1998, the United Nations Postal Administration (UNPA) will issue a set of three commemorative stamps and three souvenir sheets on the theme of rainforests. This issue also commemorates the fiftieth anniversary of the World Health Organization.

2. The stamps and souvenir sheets, in denominations of US$ 0.32, SwF 0,70, S 6.50, $2.00, SwF 3,00 and S 22, were designed by Rick Garcia (United States of America).

(United States equivalents - SwF 0,70: $0.47; S 6.50: $0.52; SwF 3,00: $2.03; and S 22: $1.77 - subject to exchange rate fluctuation)

* Expiration date of the present information circular: 30 June 1998.

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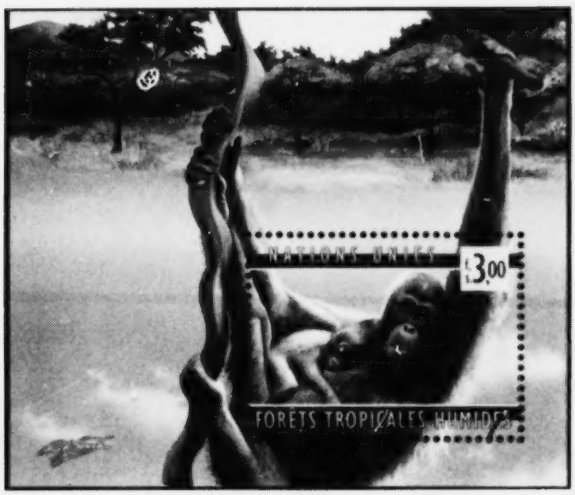

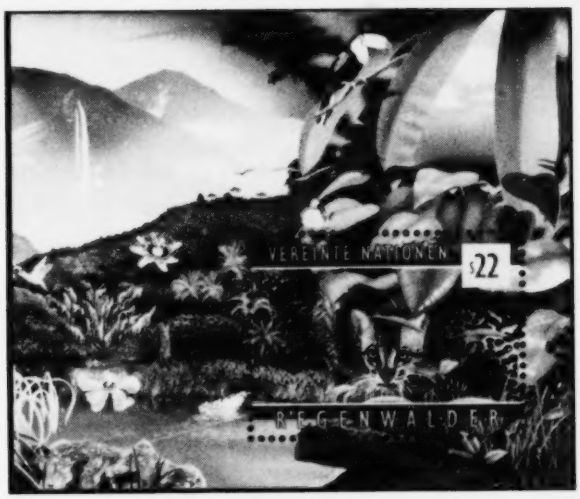

Maximum cards

3. The seventeenth set of maximum cards will also be issued on 19 June 1998. The three different cards, one for each UNPA location, illustrate the jaguar, the orang-utan and the ocelot, respectively. A single matching stamp will be affixed to the appropriate card and cancelled first day of issue for the respective office. The New York card is priced at $0.62, the Geneva card is $0.77, while the Vienna card is priced at $0.82, subject to exchange rate fluctuations.

General information

4. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachets only.

5. Members of delegations and the staff can obtain the new stamps, souvenir sheets and first day items on Friday, 19 June, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

6. First-day-of-issue cancellations can be obtained at the following temporary United States Postal Service substations:

(a) The counter outside the United Nations Bookstore in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter along the west wall of the north end of the Secretariat North Lobby from 9 a.m. to 4 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

UNITED
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Secretariat

ST/IC/1998/45
5 June 1998

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: REPAIR TO RAMPS AND REPLACEMENT OF SIDEWALKS

1. The purpose of the present circular is to inform staff members that repair activities may affect their normal entrance and exit patterns during the summer months.

2. Ongoing repair work in the United Nations Garage will include work at the up ramps at the south-west corner of the Garage, leading from levels 2B to 1B, and from 1B to the grade level.

3. These ramps will be closed for reconstruction from the evening of 11 June to approximately 1 July 1998.

4. During this period, drivers are requested to exercise caution, observe signs carefully, cooperate with personnel directing traffic and reduce speed to allow for unfamiliar traffic patterns.

5. The following changes will be in place while the south-west ramps are closed:

(a) Traffic flow on the circle ramp will be reversed to permit exiting from 1B up to the ground level;

(b) Entry to the 1B level will therefore be via the 45th street down ramp only;

* Expiration date of the present information circular: 28 August 1998.

(c) All exiting from levels 2B and 3B will be through 3B only, through the service drive. The service drive exit at 42nd street will remain open at all times (24 hours) to permit exiting.

6. Entry through the service drive will continue to be made from 48th street from 6 a.m. to 8 p.m., Monday through Friday, and from 42nd street during evening hours and weekends.

7. The sidewalk at the south side of the Secretariat circle area (immediately in front of the Dag Hammarskjold Library) will be demolished and replaced during the same time period (11 June-1 July). During construction, pedestrians will be requested to enter and exit through the Library entrance. Coordination of these two construction activities will reduce the period of disruption for both drivers and pedestrians.

8. After completion of this work, the sidewalk at the north side of the Secretariat circle will then be demolished and replaced. Pedestrians will be directed to alternate routes during that time, and will be requested to observe signage and protective barricades.

9. Repair work in these heavily travelled areas may cause temporary inconvenience, but the work fills a long-standing need for improvement to safety conditions. The full cooperation of pedestrians and drivers is therefore requested.

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/46
15 June 1998

INFORMATION CIRCULAR*

To: Members of delegations and staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: FIREWORKS DISPLAY ON SATURDAY, 4 JULY 1998

1. The Independence Day fireworks will be displayed on 4 July 1998 from four barges in the East River (23rd Street to 41st Street). The display is scheduled from 9.30 to 9.40 p.m. The pre-fireworks events will start at 9 p.m., and the FDR Drive will be closed at 7.30 p.m. from 14th to 42nd Streets.

2. Members of delegations and staff wishing to view the display can do so from the garden promenade. The only access to the grounds that evening will be through the visitors' entrance at First Avenue and 45th Street, which will open at 6 p.m. The entrance at 42nd Street and the Secretariat entrance will be closed.

3. Access to the complex will be restricted to holders of grounds passes and their ticketed guests. Each pass-holder will be permitted to bring a maximum of 10 guests, including immediate family members. Up to 10 tickets per pass-holder will be issued on a first-come, first-served basis at the United Nations Pass Office beginning 29 June 1998. For security reasons, no more than 7,000 tickets will be issued.

4. Staff members who wish to view the display from their own offices are reminded that windows in the Secretariat Building may not be opened under any circumstances. This provision will be strictly enforced.

5. Guests must enter through the visitors' entrance of the General Assembly public lobby, where they will be required to proceed through the metal detectors. Staff members will be responsible for the conduct of their guests while at the United Nations. All guests must be escorted at all times within

* Expiration date of the present information circular: 10 July 1998.

the complex. Security staff will conduct security checks on all non-pass-holders entering the complex.

6. Under no circumstances will alcoholic beverages be allowed on the grounds or inside the complex. Security staff will be authorized to take away any alcoholic beverages spotted. All dining facilities will be closed.

7. Parking will be permitted in the United Nations garage at the weekend rate upon presentation of a valid grounds pass at the northern entrance at 48th Street and the FDR Drive. No guests will be admitted through the garage.

8. In the event of an emergency, the Security Control Centre should be contacted at extension 3-6666.

UNITED
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Secretariat

ST/IC/1998/47
15 June 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in May 1998.

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* Expiration date of the present information circular: 31 December 1998.

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Annex

PLACEMENT AND PROMOTION

1-31 May 1998

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PLACEMENT					
Abrenica, Ellen	F	ESCAP	OIOS	D-1	UNA-48825-E-D1-001
PROMOTION					
Albero, Teresa	F	CHR	CHR	P-3	UNB-28281-E-P3-001
Droulez, Brigitte	F	UNOG	UNOG	P-3	ZEB-47811-T-P3-001
Heilandt, Tom	M	ECE	ECE	P-3	UNC-25640-E-P3-002
Krishnan, Jayanthi*	F	DM/OCSS	UNJSPF	P-3	PFA-01001-E-P3-016
Lorenzo, Elsa	F	ESCAP	OIOS	P-3	UNA-48821-E-P3-001
Shrage, Weicher	M	ECE	ECE	P-4	UNC-25270-E-P4-004
Teltscher, Susanne	F	UNCTAD	UNCTAD	P-3	UND-15347-E-P3-002
Yacoumopoulou, Lena	F	DPI	DPI	P-3	UNA-31764-E-P3-016
Zarrilli, Simonetta	F	UNCTAD	UNCTAD	P-3	UND-15341-E-P3-001
Zivkovic, Dusan	M	UNCTAD	UNCTAD	P-3	UND-15345-E-P3-001
Abdeljaber, Abdelhamid	M	DPI	DPI	P-4	UNA-31764-E-P4-019
Dos Santos-Duisenberg, Edna	F	UNCTAD	UNCTAD	P-4	UND-15342-E-P4-005
Galindo, Angelito	M	UNOG	UNCTAD	P-4	UND-15341-E-P4-002
Gordon, Clement	M	UNEP	UNOG	P-4	UNB-41751-E-P4-001
Frumenacker, Albine	F	UNOG	UNOG	P-4	UNB-41752-E-P4-002
Martinez, M. Theresa	F	DM/OPPBA	DM/OPPBA	P-4	UNA-41832-E-P4-006
Romanova, Tatiana	F	UNOG	UNOG	P-4	UNB-41731-E-P4-001
Thatchaichawalit, Dennis	M	DM/OPPBA	DM/OPPBA	P-4	UNA-41832-E-P4-008
Dahoui, Christian	M	DM/OHRM	ECLAC	P-5	UNF-26800-E-P5-002
Gierycz, Jadwiga Dorota	F	DESA	DESA	P-5	UNA-52533-E-P5-004
Lin, Nancy	F	DESA	DESA	P-5	UNA-44480-E-P5-006
St. Louis, Kevin*	M	DM/OHRM	DM/OHRM	P-5	UNA-41841-E-P5-001
Von Schweinichen, Christina	F	ECE	ECE	P-5	UNC-25270-E-P5-003
Akyuz, Yilmaz	M	UNCTAD	UNCTAD	D-1	UND-15346-E-D1-001
Hamdani, Khalil	M	UNCTAD	UNCTAD	D-1	UND-15491-E-D1-002
Krawczyk, Miriam	F	ECLAC	ECLAC	D-1	UNF-26110-E-D1-002
Smadja, Joseph	M	ITC	ITC	D-2	
Yeo, Bock Cheng	M	DM/OPPBA	DM/OPPBA	D-2	OSA-41837-T-D2-001
TRANSFER					
Villanueva, Jorge	M	ECLAC	UNOG	P-3	UNB-41874-E-P3-001
Reynoud, Michele	F	DM/OCSS	UNOG	P-4	UNB-41724-E-P4-007
Bernik, Silvia	F	DM/OCSS	UNOG	D-1	UNB-50720-E-D1-001

* The Secretary-General approved the placement of the staff member against the post at his/her current level. The promotion of the staff member against the post will be effected when the staff member has reached the required minimum seniority in grade.

UNITED
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Secretariat

ST/IC/1998/48
15 June 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in May 1998.

* Expiration date of the present information circular: 31 December 1998.

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Annex

PLACEMENT AND PROMOTION

1-31 May 1998

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PROMOTION					
Burke, Maria	F	DPA	DPA	G-5	UNA-37111-E-OL-003
David-Dakay, Maria Catherina	F	DGAACS	DGAACS	G-5	UNA-50682-E-OL-003
De La Rosa, Maria Corazon	F	DESA	DESA	G-5	UNA-52480-E-OL-009
Enriquez, Edwin	M	DGAACS	DGAACS	G-5	UNA-50751-E-OL-005
Pereira, Sergio	M	DGAACS	DGAACS	G-6	UNA-41742-E-OL-003
Rusanova, Olga	F	DGAACS	DGAACS	G-6	UNA-50744-E-OL-175
Silver, Nilima	F	DGAACS	DGAACS	G-6	UNA-50680-E-OL-004
Nepomuceno, Emma	F	DM/OHRM	DM/OHRM	G-7	UNA-41845-E-PL-002